

CITY OF BURBANK

LIBRARY SERVICES DIRECTOR

DEFINITION

Subject to administrative determination of policy, to plan, organize, and direct the functions of the City's Library department; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the activities of the library system; directs the staff in accomplishing a coordinated program of library service; establishes goals and measures accomplishments against stated objectives; evaluates the performance of subordinates; directs the planning of special activities, publicity, exhibits, and displays; responsible for the maintenance of records, preparation of reports and correspondence; administers the library budget, including its preparation.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of Library Science, organization, procedures, and policies; knowledge of books and literature in general; ability to formulate and direct the execution of a professional program.
- Ability to - anticipate and discover community library needs and to adjust existing facilities and staff to those needs; ability to plan and direct the work of others; ability to establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a Master's Degree in Library and/or Information Science - AND - five years of increasingly responsible and varied professional library experience, two years of which has been in an administrative capacity.

License & Certificates: Applicants must possess a valid California Class "C" Driver's License or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.